

Program Administrative Assistant



The position is responsible for supporting the Director of Programs and performing administrative duties on a professional level as assigned. This may include, but not limited to, program event planning, coordinating and scheduling professional development, and working with Director of Programs to improve efficiency and organization for the program. In addition, the position is tasked with helping support the Program Assistant & Mini-Mall Manager by helping support students who visit the Student Success Center and Mini-Mall, welcome and assist donors, and coordinate with volunteers to perform essential tasks.

Work Schedule: Part-Time Hourly

Status: Part-Time (Non-exempt)

Reports to: Director of Programs

Minimum Qualifications:

- Must have a high school diploma.
- Experience in general office/administrative work
- Experience working with disadvantaged youth preferred.
- Must be able to type/keyboard a minimum of 55 wpm
- Strong communication skills, both verbal and written.
- Strong organizational skills.
- Excellent time management skills.
- Ability to multi-task and coordinate projects.
- Ability to create and maintain energetic and positive interactions.
- Ability to work with and maintain confidential files, records, and correspondence.
- Ability to juggle a variety of assigned work tasks.
- Proficiency with Microsoft Office products and other data management software.
- Ability to be flexible and work well in a variety of situations.
- Self-starting and able to work independently.
- Acceptable results on background check.
- Ability to receive Fingerprint Clearance Card.

Duties:

Main responsibilities:

- Assist the Director of Programs with administrative duties, which may include, but are not limited to:
 - Assist the Director of Program with weekly tasks, projects, & team meetings
 - Assist in data entry
 - Assists in identifying program services gaps and development of program materials
 - Schedule outside vendors for professional development or other workshops or trainings; schedule and arrange any other professional development scheduling for program staff
 - Facilitate annual Liaison Appreciation Event & Holiday gift cards
 - Contributes to administrative tasks and functions within the office
 - Works as a team member and fosters a cooperative work environment
- Cover the Program Assistant when on break, out for lunch, or out of the office. Should be able to perform duties of the Program Assistant which include, but are not limited to:
 - Check phone messages and follow-up
 - Answer the telephone and direct calls
 - Assist students/donors/liaisons that come into the Student Success Center/Mini-Mall
 - Make student identification cards
 - Assist students with service requests (basic needs items requests)
 - Distribute/Mail emergency needs checks and make phone call notifications
 - Assist students with support programs: Assistance League (SOS kits, clothing vouchers); Bicycles (Wheels for Kids); Vision Care (Alvernon Optical)
 - Issue and load bus passes

1660 N Alvernon Way • Tucson, Arizona 85712

www.yoto.org

Professional Development:

- Participate in departmental and staff meetings.
- Participate in agreed-upon community meetings, workshops, and task forces; collaborate with staff to strengthen programs, enhance learning, and improve internal systems.

Public Relations:

- Ensures the information being distributed to all audiences is consistent with organizational policies and procedures.
- Represents the organization professionally at all times.

Essential Skills and Abilities:

- Excellent communication skills both orally and written.
- Strong attention to detail
- Data-driven
- Able to multi-task.
- Strong organizational skills with the ability to work in a demanding self-directed work environment.
- Working knowledge and successful utilization of Microsoft office tools.

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 20 pounds.

*The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description. **Job description is subject to change.***

Find out why YOTO is attracting and retaining the best employees! If you are interested and qualified, please apply now. YOTO offers a supportive and positive work environment, full benefits for employees including health, dental and life insurance; a 401K matching program; and generous holiday and vacation schedules.

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Apply Now.

Job Type: Part-Time

Hours: M, W, Th, Fr; 9am-2pm

If you are passionate about the YOTO mission, please submit your resume, cover letter and three references to dzasa@yoto.org. No phone calls, please.

Position is open until filled.

Daniela Zasa, Director of Programs

Youth On Their Own

1660 N. Alvernon Way

Tucson, AZ 85712

www.yoto.org

Position is open until filled.

Youth On Their Own (YOTO) – strives to eliminate barriers to education and empower Pima County's homeless youth to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.

1660 N Alvernon Way • Tucson, Arizona 85712

www.yoto.org

Program Coordinator January 2018